OHS-028 (02/2005) MICHIGAN STATE POLICE OFFICE OF HIGHWAY SAFETY PLANNING Phone: 517-336-6477 Fax: 517-333-5756

### TRAVEL EXPENSE REIMBURSEMENT

	1117	WEE EXI ENOE	INCHINIDONOCINICI	<b>1</b>
Name (Print or type.)				Social Security Number*
Type of Meeting/Reason for Expense			Date of Meeting	Location
Travel From		Travel To		Further Travel To
Type of Transportation		Departure From Home		Date and Time of Return to Home
	Date:	Time:		Date: Time:
EXPENSES				
Personal Vehicle:	miles X4	05 per mile	=	\$
Commercial Carrier (Attach	receipt/ticket.)		=	
Lodging (Attach receipt.)	. ,		=	
Miscellaneous** (Specify.)			=	
			=	
			<u> </u>	
Total Expenses			=	\$
Mail Check To:				
Signature <b>X</b>				Date
**Expenses may include parking, taxi, telephone, or other miscellaneous expenses directly connected with attendance at the meeting.				

**EXPENSE ALLOWANCES** (All expenses submitted for reimbursement will be reviewed for reasonableness.)

Please check one box. Reimbursement is based on State of Michigan approved rates listed below (effective January 1, 2005):

Per Day Expenses	In-State □	In-State (select cities)	Out-of-State	Out-of-State (select cities)
Meals:				
Breakfast	\$ 7.25	\$ 8.75	\$ 8.75	\$11.00
Lunch	\$ 7.25	\$ 8.75	\$ 8.75	\$11.00
Dinner	\$16.50	\$21.00	\$20.50	\$22.00
Lodging	Actual cost Maximum \$65.00	Actual cost Maximum \$65.00	Actual cost **	Actual cost **
Incidentals/Tips	\$ 2.00	\$ 2.00	\$ 2.00	\$ 2.00
Mileage Rate	\$ .405/mile	\$ .405/mile	\$ .405/mile	\$ .405/mile
Commercial Travel	Actual cost	Actual cost	Actual cost	Actual cost

**NOTE:** Reimbursement will not be made for the purchase of alcoholic beverages, movies, or personal phone calls charged to hotel rooms. \*\* Contact Total Travel Management for arrangements.

### **ALLOW 4 TO 6 WEEKS FOR REIMBURSEMENT**

APPROVED BY:		

### **MAIL COMPLETED FORM TO:**

Office of Highway Safety Planning Michigan State Police 4000 Collins Road, PO Box 30633 Lansing, MI 48909-8133

OHSP

\*THIS INFORMATION IS CONFIDENTIAL.

AUTHORITY: 23 USC 402 & 1998 PA 348

COMPLIANCE: Voluntary, but no reimbursement if

form is not submitted.

\*THIS INFORMATION IS CONFIDENTIAL.
DISCLOSURE OF CONFIDENTIAL INFORMATION IS
PROTECTED BY THE FEDERAL PRIVACY ACT.

OHS-28 (02/2005) Page 2 MICHIGAN STATE POLICE OFFICE OF HIGHWAY SAFETY PLANNING Phone: 517-336-6477 Fax: 517-333-5756

# SELECT CITIES and COUNTIES LIST TRAVEL REIMBURSEMENT FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES EFFECTIVE OCTOBER 1, 2003

## **Michigan Select Cities and Counties**

Cities	Counties
Ann Arbor	All of Wayne
Charlevoix	All of Oakland
Gaylord	
Mackinac Island	
Petoskey	
Traverse City	

### **Out-of-State Select Cities and Counties**

State	City/County as Defined
	Death Valley, Los Angeles (Los Angeles, Orange and
California	Ventura Counties), Mammoth Lakes,
	San Diego, San Francisco, San Jose / Sunnyvale / Palo
	Alto, Yosemite National Park
Colorado	Aspen, Telluride, Vail
	Washington, DC (also the cities of Alexandria,
	Falls Church, and Fairfax and the counties of: Arlington,
District of Columbia	Loudoun, and Fairfax in Virginia and the counties of:
	Montgomery and Prince Georges County
	in Maryland)
Florida	Ft. Pierce, Key West, Palm Beach
Illinois	Chicago
Massachusetts	Boston, Cambridge, Marthas Vineyard, Nantucket
Maryland	Ocean City
Minnesota	Minneapolis / St. Paul
Missouri	St. Louis
Montana	Big Sky
New Mexico	Santa Fe
New York	The Bronx / Brooklyn / Queens, Manhattan
Ohio	Cincinnati
Pennsylvania	Philadelphia, Pittsburgh
Texas	Dallas
Utah	Park City
Virginia	Wintergreen
Washington	Seattle